

EXPLORE

MEMORANDUM OF UNDERSTANDING BETWEEN LOUISIANA BOARD OF REGENTS AND

(School name here)

This memorandum of understanding (hereafter referred to as MOU) is made by and between the Louisiana Board of Regents and the above listed school acknowledging participation in ACT's Educational Planning and Assessment System (EPAS). This MOU certifies that the above listed school will participate in the EXPLORE assessment program and agrees that all 8th grade students (except those students exempted by ACT's definition) will complete the EXPLORE assessment between September 24, 2001-December 21, 2001.

It is hereby understood that the above listed school will designate an EPAS project coordinator who will agree to: (1) participate in two specified workshops: a pretest workshop available via compressed video and a subsequent data interpretation workshop (sites to be announced); (2) order and disseminate testing materials; (3) store and receive reports; (4) share assessment results with appropriate school staff, students and parents; and (5) act as communication liaison between the school and ACT as well as between the school and the Board of Regents.

Board of Regents assumes financial obligations between ACT and the above listed school for the services described in Appendix A. Any additional reports requested by the school to ACT will be incurred at the expense of the school. Although, the Board of Regents reserves the rights for interpretation and use of the data, it will only publically report data in the aggregate, preserving the confidentiality of individual students and maintaining compliance with the Family Educational Rights and Privacy Act (FERPA).

The EPAS project will be coordinated at the above listed school by:

Name of EPAS Project Coordinator

School Principal

Date

School Superintendent

Date

Dr. E. Joseph Savoie,
Commissioner of Higher Education

Date

Number of 8th grade students currently enrolled:_____

EPAS Coordinator Contact Information:

Name:_____

School:_____

Mailing Address:_____

Telephone:_____

Fax:_____

Email:_____

PLEASE FAX (225)342-4253 the completed form to the attention of:

Ms. Heather Devall
Louisiana Board of Regents
150 Third Street, Suite 129
Baton Rouge, LA 70801

Appendix A

EPAS EXPLORE Deliverables

I. Materials Delivered to Schools Prior to Testing:

1. Testing Booklets (packaged in units of one (1))
2. Large Print Test Booklets (as requested)
3. Answer Folders (1 per student)
4. “Instructions for Completing Your Answer Folder” (1 per student)
5. “Getting Ready for High School and Beyond” (1 per student)
6. Spanish edition of “Getting Ready for High School and Beyond” (quantities as requested)
7. “It’s Your Future! A Student Guide to EXPLORE” (1 per student)
8. Spanish Edition of “It’s Your Future! A Student Guide to EXPLORE” (quantities as requested)
9. Administrator’s Manual (in quantity requested)
10. Program Guide (1 per school)
11. Interpretive Visuals (1 per school)
12. Standard for Transition posters (1 set of 8 posters per school)

II. School-Site Reporting Services:

1. Student Score Report (two per student)
2. Student Roster
3. School Summary Report (Requires minimum of 25 students with composite scores and tested within standard administration time).
4. Standards for Transition Information Services (5 score reports, 4 content-specific guides, and 1 Summary Profile guide. Requires minimum of 25 students with composite scores and tested within standard administration time).